Project Assistant
REAL Web Designer

Purpose of the role
- To develop and maintain REAL's web page

Location
- REAL Environment Centre, Smiths Falls or home based

Duties and responsibilities
- Update REAL webpage on regular basis with new information, links
- Upload, modify REAL articles, facts, events on web page as need dictates
- Maintain site for accuracy, keep current, appealing

Time requirements
- 5-10 hours per month
- Year round

Skills and qualifications
- Demonstrated web design and communication skills
- Computer literate in internet, Microsoft word, Dream Weaver, etc

Benefits
- Fresh look to REAL and its page
- Volunteer will help make REAL known
- Develop new computer and web skills
- Keeps public up to date on REAL activities and opportunities for participation
- Enables REAL to improve its community profile/niche
- Enables for education and involvement of the general public re: environmental issues

Orientation and training
Provided by board designee and/or Volunteer Co-ordinator
- Familiarization of REAL, policies, programs and procedures, activities and events
- Training on volunteer policies and procedures

Level of Screening Required
- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)

- 1 personal reference/recommendation check completed
- Criminal Records Check may be required

Supervision
- Takes direction from and reports to board designee

Safety Considerations/Precautions
- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed: March 2010
Date reviewed/revised: